



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Specialist Trainee [Classified Non-Competitive]			Salary P95 \$41,230.15
Posting Number 162-17	Position Number 928292	Number of Positions 1	Posting Period * From: 8/31/2017 To: 9/14/2017
Location: Division of Family Health Services Child and Adolescent Health Program 50 E. State Street - 6th floor, Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under close supervision of the Health Projects Coordinator, will assist in the work of Abstinence Education Program (AEP) to plan, implement, monitor, and evaluate activities. AEP is a teen pregnancy prevention program that uses a Sexual Risk Avoidance (SRA) approach with youth, who are socio-economically disadvantaged and at high risk of becoming pregnant.</p> <p>Monitor and maintain grants in System for Administering Grants Electronically (SAGE) to ensure that program goals and objectives are met, programmatic activities are completed and funds are appropriately expended; conducts on-site evaluation visits to ensure compliance with Departmental, fiscal and grant requirements; processes annual funding applications and determines completeness and appropriateness of submitted programmatic content and budget. Establish working relationships with a variety of partners including federal - primary contact person for communication with the federal Project Officer; state - collaborates on teen pregnancy prevention with other Departments addressing this issue; and, local government/private non-profit organizations - assists grantees in coordinating resources to maximize program outcomes and success.</p> <p>Plan, coordinate and implement continuous quality improvement processes to enhance program effectiveness and efficiency.</p> <p>Conduct research and identify or prepare program resources for meeting identified needs including appropriate grant funding sources; prepare and write grant proposals, respond to federal applications and other funding announcements as appropriate.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>LICENSE: NOTE: Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain a certification as a Quality Control Inspector, issued by an agency accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Program Notice 14-4. Training is required to be successfully completed subsequent to advancement to the primary title, Program Specialist 1, Socio-Economic Programs.</p> <p>Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTFHS@doh.nj.gov • Mail the required documents to: Andrea Mahon, Executive Assistant 2 Family Health Services Reference Posting #162-17 New Jersey Department of Health PO Box 364 Trenton, NJ 08625-0364 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • State of NJ Employment Application (nj.gov/health/forms/dpf-663.dot). <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.